

ENVIRONMENTAL HEALTH DIVISION

<http://www.tompkins-co.org/health/eh>

Ph: (607) 274-6688

Fx: (607) 274-6695

On-site Wastewater Treatment System (OWTS) Application Descriptions

Note: An On-Site Wastewater Treatment System is also called a sewage system. An OWTS permit is required for any new system or for the repair, replacement, or change (including a septic tank or pump chamber) to an existing OWTS.

○ OWTS Complaint

- Select this option to submit a complaint about a sewage system.

○ OWTS Conversion Permit

- Select this option if you plan to make changes to your house that might affect your sewage system, such as increasing the number of bedrooms or adding an additional structure or something else that would increase or change the flow into your existing sewage system.

○ OWTS Expedited Info Request

- Prior to selecting this option, try searching for the information you want by logging in and selecting the “Search Records” option. If that search is not successful, select this option if you would like to obtain information about an existing sewage system and if you need the information within 5 business days. There is a fee associated with this request. There is no fee for providing information within 6-10 business days or in emergency situations such as a failed sewage system (See OWTS Information Request).

○ OWTS Information Request

- Prior to selecting this option, try searching for the information you want by logging in and selecting the “Search Records” option. If that search is not successful, select this option if you would like to obtain information about an existing sewage system and if you need the information within 6-10 business days or if this is an emergency situation such as a failed sewage system. There is no fee associated with this request. Otherwise, if you need the information in less than 5 business days, select OWTS Expedited Info Request.

○ OWTS New Construction Permit

- Select this option if you plan to construct a new sewage system.

○ OWTS Replacement Permit

- Select this option if you need to repair or replace your existing sewage system.

○ OWTS Septic Tank/Pump Chamber Permit

- Select this option if you need to repair, replace or add a septic tank or pump chamber to your existing sewage system.